

**SAN DIEGO FIRE-RESCUE DEPARTMENT
CONFLICT OF INTEREST CODE**

APPENDIX A
DESIGNATED POSITIONS, DUTIES AND CATEGORIES

<u>POSITION</u>	<u>DUTIES</u>	<u>CATEGORY</u>
<u>MANAGEMENT</u>		
Fire Chief	Administration of the San Diego Fire-Rescue Department.	1
Assistant Fire Chief	Assist Fire Chief in administration of the San Diego Fire-Rescue Department.	1
Supervising Public Information Officer	Plans, directs and coordinates the operations of the Public Information Program; responds to the most difficult and sensitive inquiries and complaints from the public.	2
<u>FISCAL SERVICES</u>		
Assistant to the Fire Chief/Fiscal Services Manager	Administers fiscal operations of the department; approving/recommending decisions regarding department expenditures; plans, directs and recommends procurement of equipment and supplies.	2
<u>HUMAN RESOURCES</u>		
Assistant to the Fire Chief/Human Resources Manager	Administers operations of the Human Resources and Payroll Division; serves as department representative on labor management issues. Has overall responsibility for Purchases of supplies and services for the Division.	2
Fire Battalion Chief Human Resources Officer	Assists in administering the Human Resources Division; coordinates the hiring and promotional processes; management of all personnel records.	2
<u>TRAINING AND EDUCATION</u>		
Deputy Chief, Director of Training & Education	Manages, plans and directs the operations of the Training, Education, and Community Outreach Division. Has overall responsibility for purchases of supplies and services for the Division.	2

<u>POSITION</u>	<u>DUTIES</u>	<u>CATEGORY</u>
<u>COMMUNICATIONS</u>		
Communications Manager	Manages, plans and directs the operations of the Communications Division. Has overall responsibility for purchases of supplies and services for the Division.	2
Information Systems Analyst IV	Supervises Information System staff. Reviews and makes recommendations on requests for proposals and administering contracts	2
Information Systems Analyst III	Analyzes and recommends data and communications systems needs as assigned. Provides technical interpretation to department staff.	2
<u>EMERGENCY MEDICAL SERVICES</u>		
Deputy Fire Chief, Emergency Medical Services	Manages operations of the Emergency Medical Services division. Has overall responsibility for purchases of supplies and services for the Division.	2
Fire Battalion Chief, Emergency Medical Services	Assists in administering the Emergency Medical Services Division; liaison with the San Diego Medical Services, Enterprise, LLC (SDMSE) partner on issues related to field operations.	2
Quality Management Coordinator	Responsible for identifying and investigating clinical issues which may affect patient care; liaison with City Medical Director, County EMS and Medical Community in San Diego County to continually assess performance of paramedics and EMT's.	2
Quality Improvement Manager	Coordinate the SDMSE Field Training Program; review clinical performance of field trainers, paramedics and EMTs; develop continuing education curriculum.	2
Medical Education Manager	Assure quality and certification of training instructors; assure compliance with State Fire Training requirements; Develop and coordinate paramedic continuing education.	2
Project Heartbeat Manager	Coordinate the efforts of the community based Public Access Defibrillation (PAD) Program; liaison with the American Heart Association, County of San Diego, and the Automated External Defibrillator vendor for the City of San Diego (Cardiac Science).	2

<u>POSITION</u>	<u>DUTIES</u>	<u>CATEGORY</u>
<u>SPECIAL OPERATIONS</u>		
Deputy Chief, Director of Special Operations	Manages, plans and directs the operations of the Special Operations Division; MAST, HazMat, Emergency Management, and the Helicopter Program. Has overall responsibility for purchases of supplies and services for the Division.	2
<u>LIFEGUARD SERVICES</u>		
Lifeguard Chief	Manages operations of Lifeguard Services; plans, directs and recommends procurement of equipment and supplies.	2
Marine Safety Lieutenant	Assist in the supervision of Lifeguard Services.	2
<u>FIRE PREVENTION BUREAU</u>		
Deputy Chief, Fire Marshal	Manages, plans and directs the operations of the Fire Prevention Bureau. Has overall responsibility for purchases of supplies and services for the Division.	1
Assistant Fire Marshal	Assists in administering the Fire Prevention Bureau; code enforcement and interpretation; recommends procurement of supplies and services.	1
Fire Prevention Supervisor	Supervise code interpretation and enforcement, and fire inspection.	1
<u>EMERGENCY SERVICES</u>		
Deputy Chief, Director of Operations	Manages, plans and directs the Emergency Services, Operations Division. Has overall responsibility for purchases of supplies and Services.	2
Fire Shift Commander, Division Chief	Assists in administering the Emergency Services, Operations Division.	2

<u>POSITION</u>	<u>DUTIES</u>	<u>CATEGORY</u>
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SUPPORT SERVICES

Deputy Chief, Director of Support Services	Administers the operations of the Support Services Division. Plans, directs and recommends procurement of equipment and supplies; site selection and facilities, apparatus and equipment specifications.	2
Fleet/Stores Manager	Responsible for management of the fire fleet and stores; purchasing repair parts; interfaces with apparatus manufacturers and repair shops, contracting with the Department.	2
Project Officer I	Responsible for management of fire station repair, purchase of furnishings, and coordinates with other City departments for construction of new fire stations and selection of architects.	2
Building Maintenance Supervisor	Assists the Project Officer in management of fire station repair, purchase of furnishings, and coordinates with other City departments for construction of new fire stations and selection of architects.	2
Construction Estimators	Assists with facilitating fire station repair, purchase of repair, purchase of furnishings, and coordinates with other City departments for construction of new fire stations and selection of architects.	2
Fleet Parts Buyer	Procures equipment and supplies	2
Firefighter/Hose Repair Specialist	Develops specifications, contacts vendors and determines suitability of bids for purchase of fire hose.	2

CONSULTANTS

Consultant	Consultants shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitation: The Fire Chief or Assistant Fire Chief may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of extent of the disclosure requirements. The Fire Chief's or Assistant Fire Chief's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.	3
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**APPENDIX B
DISCLOSURE CATEGORIES**

CATEGORY 1:

- a. Investments and business positions in any business entity located in or doing business with the City of San Diego.
- b. Income and gifts from sources located in or doing business with the City of San Diego.
- c. Interest in real property located in the City of San Diego, including property located within a two-mile radius of any property owned or used by the City.

CATEGORY 2:

- a. Investments and business positions in any firm or business entity that supplies goods or services to the City, that is a tenant of the City, that is an adverse party to the City in a legal proceeding, or is granted authority by the City to use City facilities.
- b. Income and gifts from any person or business entity that supplies goods or services to the City, that is a tenant of the City, that is an adverse party to the City in a legal proceeding, or is granted authority by the City to use City facilities.
- c. Interests in real property owned or used by any person or business entity that supplies goods or services to the City, that is a tenant of the City, that is an adverse party to the City in a legal proceeding, or is granted authority by the City to use City facilities.

CATEGORY 3:

Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation:

The Fire Chief or designated authority may determine in writing that a particular consultant, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant’s duties and, based upon that description, a statement of the extent of disclosure requirements. The Fire Chief or designated authority’s determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.